DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814

November 8, 2002

ALL-COUNTY LETTER NO. 02-84

TO: ALL COUNTY WELFARE DIRECTORS
         ALL COUNTY WELFARE FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL
[X] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

SUBJECT: STATE FISCAL YEAR 2002/03 PROCESS FOR COUNTY CERTIFICATION TO FULL UTILIZATION OF THE CHILD WELFARE SERVICES CASE MANAGEMENT SYSTEM (CWS/CMS) AND THE AVAILABILITY OF AN ASSOCIATED FUNDING AUGMENTATION

This letter updates last year's instructions to counties for certifying to full utilization of the CWS/CMS in order to secure the funding augmentation available for Child Welfare Services (CWS) Programs. These instructions remain the same as last year and act in conjunction with information found in County Fiscal Letter (CFL) No. 02/03-27, dated September 24, 2002. An additional CFL containing final allocation information is scheduled for December 2002 providing the final CWS augmentation allocation for State Fiscal Year (SFY) 2002/03. Information regarding the previous year augmentation can be found in All County Letter (ACL) No. 01-68 dated September 26, 2001 and in the CFL No. 01/02-26 dated August 28, 2001 and their respective attachments.

Pursuant to the Budget Act of 2002, an augmentation of $93,689,000 ($57,150,000 in State General Funds {SGF} for SFY 2002/03) will be available to counties for Emergency Response, Family Maintenance, Family Reunification and Permanent Placement services provided under county CWS Programs. This augmentation is for the 2002/03 fiscal year only. In order for counties to access these funds, two criteria must be met:

1. Counties must fully expend all budgeted CWS Basic SGF allocations prior to drawing down this augmentation and;

2. Counties must provide certification to California Department of Social Services (CDSS) that they are fully utilizing CWS/CMS as described in the following section.

Definition of Full Utilization

Pursuant to the Budget Act of 2000, and carried forward in the consecutive Budget Acts of 2001 and 2002, the CDSS worked collaboratively with stakeholders in reaching an agreement on the definition of full utilization. These stakeholders included members from the County

Welfare Directors Association and labor groups representing social workers. The following is the result of that collaboration:

> All functional areas within the client services and adoptions components will be utilized, with all mandatory fields completed. The enclosed attachment details the mandatory data elements to be completed.

Certification Process

To certify compliance with this definition of full utilization, County Welfare Directors (CWD) shall use one of the following options:

A. The county certifies that it currently completes all mandatory yellow and green data fields applicable to the casework being done.

B. The county cannot certify to full utilization as outlined above in Option (A), and submits an action plan indicating the current status of utilization, steps, milestones and timelines by which full utilization will be achieved or,

C. The county cannot certify to full utilization as outlined above in Option (A), and submits an action plan indicating the current status of utilization, along with the steps, milestones and timelines for those components/indicators by which full utilization will be achieved. Additionally, the county requests an exemption(s) from some aspect(s) of full utilization. All exemption requests must be accompanied by a valid business case reflecting local circumstances that make full utilization unfeasible.

Certification will be done via a letter from each CWD to the CDSS Director. The letter must include one of the options listed above. Any required action plan, exemption request or business case must be included in the letter. All letters should be sent to the following address:

<div align="center">

County Certifications of CWS/CMS
California Department of Social Services
CMS Support Branch
744 P Street, M.S. 19-75
Sacramento, California 95814

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If a county is unable to certify compliance, counties shall develop and submit an action plan for reaching their goal of full utilization. County action plans shall use a target date of no later than June 30, 2003, or shall provide an alternate target date accompanied by appropriate justification. The CDSS shall seek to provide a confirmation of county certifications of full utilization, as referenced in Option (A) above, within two weeks. Validation and acceptance

of county certifications referencing Option (B) or (C) shall be responded to as quickly as possible. If any county fails to certify to the criteria required to access the augmentation funds under full utilization, the State will redistribute those funds to the counties with approved certifications. In order for the State to have the opportunity to redistribute the funds of those counties that fail to meet certification guidelines, counties must submit their letters no later than November 29, 2002. Distribution of the final augmentation calculation will occur in December 2002. If any county fails to receive an approval letter from CDSS in response to a submitted Letter of Certification, please contact the CMS Support Branch at the number listed below prior to December 6, 2002.

Selected CWS/CMS data identified as indicators of full utilization (see ACL No. 00-52) will continue to be reported monthly by the CWS/CMS Project and delivered to the CWD in the form of a self-monitoring report. Counties continue to be accountable for ensuring compliance with all aspects of full utilization.

Fiscal Impact/Claiming

Counties must match their total CWS Basic SGF allocation prior to drawing down any portion of this augmentation. Distribution of these funds will be in accordance with the instructions outlined in CFL No. 02/03-27. The budget language does not contain a provision for rolling unexpended funds into the next fiscal year.

For questions or further clarification related to this allocation, please contact Julio Rodriguez, County Financial Analysis Bureau, at (916) 651-6672 or Jennifer Chavez at (916) 654-1428. For questions related to the claiming process, please contact your county analyst in the Fiscal Policy Bureau at (916) 657-3440. And, for questions or further clarification related to the certification process, please contact Glenn Jue in the CMS Support Branch, at (916) 445-2888.

Sincerely,

Original signed by Sylvia Pizzini

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Enclosure

Attachment A
Full Utilization Indicators

Functional Area	Indicators	Explanation
Referral Management	• Referrals opened • Referrals disposed	This will capture all the work in the "Referral Management" section of the application. Referrals cannot be saved to the database without completing all the mandatory fields, including allegations, clients and contacts.
Client Management	• Child client created • Adult client created (at least one)	The completion of the demographic fields in the "Client" notebooks covers the mandatory and most important aspects of the Client Management section.
Court Management	• Complete the Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page. • Complete the Hearing Notebook for the next hearing.	This will provide the minimal Court information required on all court cases and take into consideration that some counties will not be able to use the Court Report or Petition sections of the application.
Service Management	• Staff Person/Child contact exist in the Contact Notebook • Staff Person/Parent Contact exists in the Contact Notebook • Staff Person/Substitute Care Provider contact exist in the Contact Notebook	The Service Management section captures all the services in the form of contacts, services and visits.
Placement Management	• Current placement for all children in FR/PP or Adoption. • Mandatory AFCARS fields are entered.	These indicators will confirm that the placement is documented and that the placement home (FFH) information is supplemented to make the Placement Match process possible.
Case management	• All Referrals/Cases over 30 days have an in Effect Case Plan.	The Case Plan is the main aspect of the Case Management section. The data for the Case Plan needs to be entered even if the user does not use the Case Plan Document. The In Effect Case Plan requires completion of the Case Plan Notebook, creation of the case plan document and supervisor's approval.
Adoptions	• Adoptive placement made/Adoptions finalized. • Mandatory AFCARS fields are entered	These indicators will validate that the Adoption functionality is utilized and all AFCARS fields are completed.

Functional Area Usage Indicators

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
Referral Management	Referrals opened	Referrals opened and saved to the database	ID	• Date • Time • Report Method	
			Reporter		• Unknown OR • First Name • Last Name • Street • City
			Assignment	• Start Date • County • CWS Office • Unit • Caseload	
Referral Management	Referrals opened	Referrals opened continued	Client	• First Name • Last Name • Name type • Gender	• DOB • Lang. • Ethn. • Common Address
			Allegation	• Start Date • Victim • Abuse Type	
Referral Management	Referrals disposed	Referrals disposed have the same fields as Referrals opened with these additional fields.	Determined Response.	Complete Response Dialog boxes (10)	Generate E/R Document (3)

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
			Contact	• Staff Person • Start Date • Contact Purpose • Method • Location • Status • Participant	
			Conclusion	• Allegation conclusion	
			Client Dispo	• Closure reason date • Closure Reason	
			Approval	• Pending • Submitted • Approved	
					• Generate x-report • Generate 1166/1169
Client Management	Child client created	The Child client (focus child) has to be <19 and a victim.	ID	• First Name • Last Name • Name Type • Gender	• DOB • Language • Ethnicity • Common Address
	Adult client created (at least one)		ID	• First Name • Last Name • Name Type • Gender	
Court Management	Hearing Notebook (current)	Hearing Notebook for the most recent hearing, with all the findings and orders on the Results Page.	ID	• Hearing Date • Court Info.	
			Minors	• Select Minor • Hearing type	
			Results		• Findings • Orders

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
	Hearing Notebook (Future)	Create Next Hearing by selection "ACTION"	ID	• Hearing Date • Court Info	
			Minors	• Select Minor • Hearing type	
Functional Area	**Indicators**	**Explanation**	**Page**	**Mandatory Fields**	**Required Fields**
Service Management	Staff Person/Child	Contacts	Contact	• Staff Person • Start Date • Contact Purpose • Method • Location • Status • Participants • On Behalf • Contact Party Type	
	Staff Person/Parent			• same as above	
	Staff Person/SCP			• same as above	
	Child/Parent	Visit	Associated Visit	• Start Date • Participant • Visit Party type • Completed	• must have contact page
Placement Management	Current Placement for all children in FR/PP and adoption	Placement Notebook	ID	• Start date • Legal Authority • Care provider Relationship to child • Child Removal date • Time • Primary reason • Primary Caretaker relationship	Need to have placement facilities in Cache (Search for facilities)

Functional Area	Indicators	Explanation	Page	Mandatory Fields	Required Fields
Case Management	In Effect Case Plan		Case Plan Participant	• Start date • End Date • Case Plan Goal	• need client demographic information (language, ethnicity, education and Health Info.)
				• Supervisor Approval	• Should have strengths and service objectives

SUMMARY

FUNCTIONAL AREA	INDICATORS	MANDATORY FIELDS	REQUIRED FIELDS
Referral Management	Referrals Open	15 fields	8 fields
	Referrals Disposed	30 fields	12 fields
Client Management	Child Client	4 fields	4 fields
	Adult Client	4 fields	
Court Management	Hearing Notebook-current	4 fields	2 fields
	Hearing Notebook-future	4 fields	
Service Management	Staff person/Child-contact	9 fields	
	Staff person/Parent contact	9 fields	
	Staff person/SCP contact	9 fields	
	Child/Parent-visit	4 fields	
Placement Management	Placement-current	7 fields	
	AFCARS		
Case Management	In Effect Case Plan	4 fields	6 fields
Adoptions	AFCARS		